



Alabama Seminar 2013

O&M & EMERGENCY PLANS

Specificity and details for written
procedures





specificity

Would you order
Strawberry?
Cherry?
Raspberry?
Cinnamon?
Red Velvet Cake?



Or . . .

Would you
Just order RED?



Mosquito?



details

Or . . .
Spider?

Flea?



Hyppopotamus?



O&M Plans

- ▣ Details
 - Who
 - What
 - When
 - Where
 - Why
 - How
 - Other information to provide clarity



O&M Manuals

- ▣ the plans should be an outline for compliance.
 - They should either say what you do
or,
 - You should do what they say

Either way you will be in compliance with your own procedures



O&M Manuals

- ▣ Only the right combination of specificity and detail will provide what we essentials to achieve these goals and give us the compliance we want and need.



Specificity & Detail

▣ Example:

“The incident needs to reported to the gas controller.”

Rewritten.

The foreman or the first employee on the scene will report the incident within 15 min. of arriving at the site to the gas control center by telephone or company radio.



Specificity & Detail

- ▣ Other things that add specificity, detail and clarity
 - Flowcharts, Drawings and photos
 - Tables
 - Definitions
 - References to DOT codes



Specificity & Detail

- ▣ Other things that add specificity, detail and clarity
 - References to other Company Manuals or Plans that contain more details and specificity
 - ▣ Corrosion
 - ▣ Safety
 - ▣ Measurement
 - ▣ Design



O&M Plans

- ▣ Remember in the end,
 - The plans should either say what you do or,
 - You should do what they say

Either way you will be in compliance with your own procedures